



# DIVISION OF WATER QUALITY

## ONSITE WASTE WATER PROGRAM QUESTIONNAIRE FORM

### Section I \_\_\_\_\_ County Administration, Environmental Service Delivery Plan, and Standards

The purpose of questionnaire/ survey is to examine and evaluates an Onsite Wastewater program, to determine compliance of the Local Health Department with administration of R317-4 rules and in meeting objectives agreed to in the Environmental Service Delivery Plan 2008-2010 Plan.

Date:

Local Health Department:

Environmental Health Officer:

Environmental Health Director:

DWQ person completing questionnaire:

#### A. Environmental Service Delivery Plan 2008-2010 (Onsite Program only)

Discuss Environmental Service Delivery Plan 2008-2010. Review latest annual report. Any changes/ edits/ additions:

Discuss the following additional programs:

1. Large Underground Wastewater Disposal System (LUWDS) pre- plan review
2. Operating Permit Administration (copy of LUWDS's left with Director)

#### B. Administration of R317-4 Onsite Systems

Name of all employees that work in the Onsite program	% of their time working in the program	1- Certified level (2 or 3)  2-Licensed (Env. Health Scientist)	Experience in Onsite Program- describe (years, education, etc.)

C. Management Support: Do employees feel they have adequate backing from knowledgeable management on technical, rule interpretation, policy questions?

D. Are employees offered and participate in adequate continuing education in the Onsite program?

E. Adequate ordinances, policies in place for management of Onsite program?

F. County Attorney/ Legal support- adequate and responsive?

## DWQ LHD PERFORMANCE REVIEW QUESTIONNAIRE- Continued

G. Subdivision Review Review LHD form and file research on representative sampling of completed applications (R317-4-3.3).

1. Plan- scaled to show features, ground surface contours & vicinity map.
2. Narrative feasibility report, shall include the following:
  - a. Name of development
  - b. Name of developer and engineer
  - c. Intended use of proposed development, i.e. residential
  - c. Proposed street and lot layout
  - d. Location, type, depth of proposed non public water supply within 200 ft. On OSS and 1,500 ft. within public sources
  - e. Locations of surface waters
  - f. Surface drainage shown
  - g. Flood plains identified
  - h. Location of all soil exploration pits and percolation test holes
  - i. Soil pits- sufficient to assess accurate soil conditions (min 10feet and 4 ft deeper than proposed trench depth)
  - j. Soil logs and percolation tests- at least one test per lot ((K3)
  - l. Statement from qualified individual indicating present and maximum ground water table
  - m. Detailed site evaluation when slopes>4%, or when site conditions complicate design and drainfield siting. Showing, horizontal distance from df to surface waters; location of dwelling; location of water line, water supply, oss, property lines, easements; septic tank size, x-section absorption system; location of pits and perc tests on property; results of soil logs, perc tests.
  - n. Within aquifer recharge area or other geologic concern- ground water movement, subsurface sewage flow.
  - o. All plans are reviewed with all information detailed in R317-4-3.3, including soil pits and perc testing
  - p. After review- letter sent to applicant.

H. Individual Onsite Wastewater System plans, review, approval. Review LHD form and perform file research on representative sampling of completed applications. (R317-4-3.4)

1. Plans, submitted by person certified per R317-11 with sufficient number of copies to allow LHD a permanent copy. Upon final review a written and stamped approval will be given to applicant prior to construction of oss or the building it serves (R317-4-3.4 (A)).
  - a. Details of plan, depending on individual site and circumstances, or as determined by the local board of health, some or all should contain (R317-4-3.4 (E)(1-12)):
    1. Scaled, not to exceed 1"= 30ft.;
    2. Date of application.
    3. North arrow
    4. Lot size
    5. Legal description
    6. Ground contours
    7. Road/driveways
    8. Dwelling location
    9. Maximum number of bedrooms
    10. Components of oss
    11. Location of pits perc test
    12. Building sewer and water line
    13. Location of nonpublic water supply <200 ft and <1,500 ft for public water supply
    14. Nearest public water main/size; easements
    15. Drainage affecting site; surface waters <100 ft of oss
    16. Soil logs to 10 ft.or to water table
    17. Ground water table present/maximum; min- one perc test per 2,000gpd, or 3 tests >2,000-5,000gpd.
    18. Relative elevations
    19. Grade/slope oss system
    20. Septic tank capacity, manufacturer, etc.
    21. Details of absorption system/ grade of pipe/ measurements/ slopes
    22. Slope over df site
    23. Distance to cutbanks, etc.

## DWQ LHD PERFORMANCE REVIEW QUESTIONNAIRE- Continued

24. Cross section of absorption system
25. Statement of water supply
26. Completed address
27. Owner name
28. Other details

i. Final- Compliance must be determined by an on-site inspection after construction but before backfilling (R317-4-3.5 (A)).

1. All systems inspected prior to backfilling. Deep wall trenches- 2 inspections should be made.
2. Water tightness- all tanks water tested.

J. Non-domestic waste- shall be directed to and submitted and approved by DWQ.

K. Does county have ordinances, written policies for the Onsite Program?

L. Complaint of failing systems/ investigation- adequate/ timely?

M. Is there a list of designers/ installers/ instructions to application process available to public? Web Site with Onsite program information? BONUS: Printed materials on servicing and maintaining their onsite systems available?

N Supplies/ Equipment needed (recommended)

1. Tape measure (12 ft and 100 ft)
2. Level, small 6 inch and 3 ft. (or Transit)
3. Compass
4. Soil probe (knife, rock hammer, etc.)
5. Geo Satellite Positioning device (GPS)
6. Dye power or liquid available
7. Wastewater sampling bottle
8. Disposable gloves
9. Slope measuring device (inclinometer)
10. Tank probe
11. Soil coring device (auger)

O. Inspection program in place for Septic Tank Scavengers (Pumpers)?

P. Several Site visits made with LHD scientists, site evaluation assessment and final inspections per R317-4-3.3, 3.4 & 3.5.

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DWQ LHD PERFORMANCE REVIEW QUESTIONNAIRE- Continued

Q. OTHER/ COMMENTS (reference number above and state FULLY MET/ NOT MET);

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S. OTHER/ MISC./ ACTION NEEDED:

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## DWQ LHD PERFORMANCE REVIEW QUESTIONNAIRE- Continued

Prior to meeting with the LHD, DWQ will:

1. Review LHD web site for information regarding Onsite Program
2. e-Mail a copy of this QUESTIONNAIRE Form to Environmental Director of LHD
3. Ask the LHD send DWQ any ordinances, policies, forms used for site evaluation, subdivision forms, etc.
4. Establish a time period when LHD and DWQ can meet with management and employees of the program. Have staff set up several site visits for current site evaluation and final inspection and if available a complaint or failing system inspection.
5. List of all county employees who work in the program, % of time they work, certification (level 2 &3) , Licensed as a Env. Health Scientist?,

DWQ LHD Performance Review Questionire.doc/ wp